

USER'S MANUAL

E-GRANTS
CONSOLIDATED APPLICATION

TITLE V-A

INNOVATIVE PROGRAMS

SPRING 2007



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TABLE OF CONTENTS

Table of Contents**Key**

Getting Started	1
Before you can do Individual Program Pages.....	2
Logon	2
Menu List.....	2
Planning Tool	3
ESEA/NCLB Consolidated	5
Application Select/Create or Open Application.....	6
Contact Information	7
Funding.....	7
Assurances.....	7
Title V, Part A—Innovative Programs	8
Overview Tab	8
Budget Detail Tab.....	9
Program Detail Tab.....	10
Private/Nonpublic Equitable Share.....	10
Activities	11
Activity 1a	12
Activity 1b.....	13
Activities 2-27	14
Summary of Tips for E-Grants.....	15
Contact Information	16

KEY



Critical Tip



Blue block arrows point to on-screen links.



Magenta block arrows point to program tabs (pages).



Green block arrows point to buttons or check boxes.



Red block arrows point to on-screen text..

GETTING STARTED

★ **Note:** Various training and instruction files are available at <http://www.opi.mt.gov/ITProjects/e-grants.html>

Especially helpful is a PDF file called **Quick Tips for E-Grant Navigation**.








Electronic
Grants Management System (**E-Grants**)


Help Line: In-State Toll-Free 1-888-231-9393, Local (406) 444-9444

Overview | Timeline | Project Updates | Training & Instructions | Documents | Contact Information

Training & Instruction

-  [E-Grants Training Slide Show](#)
-  [E-Grants Security Coordinator Instructions](#)
-  [E-Grants Page Lock Control Instructions](#)
-  [Using ePass Montana with E-Grants](#)
-  [Quick Tips for E-Grant Navigation](#)







Forms to Return to OPI

-  [E-Grant Account Request Form](#)
-  [Security Coordinator Application](#)

Forms For Your Records

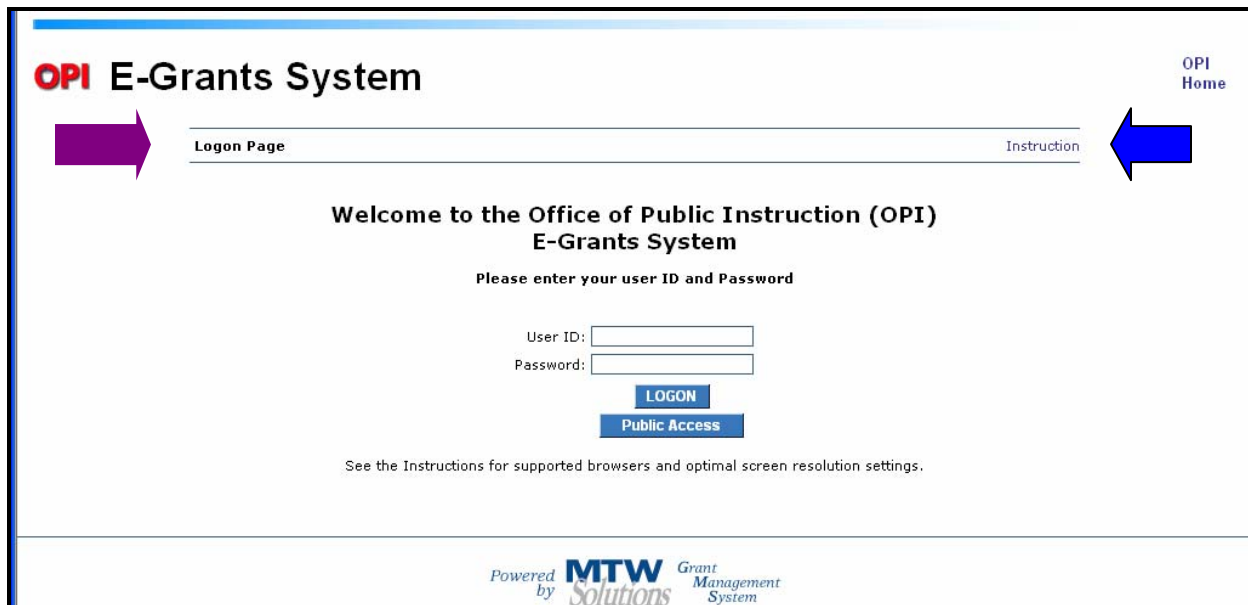
-  [LEA E-Grant Security Form for Application Roles](#)

NCLB Blank Application

-  [NCLB Consolidated](#)
-  [NCLB Consolidated Title I A Basic](#)
-  [NCLB Consolidated Title I A Schoolwide](#)
-  [NCLB Consolidated Title II A Improving Teacher Quality](#)
-  [NCLB Consolidated Title II D Ed Tech](#)
-  [NCLB Consolidated Title III English Language Acquisition](#)
-  [NCLB Consolidated Title IV A SDFSC](#)
-  [NCLB Consolidated Title V A Innovative Programs](#)
-  [NCLB Consolidated Title VI B Rural Low Income](#)

BEFORE YOU CAN DO INDIVIDUAL PROGRAM PAGES

Go to the [Logon Page](#) of the OPI E-Grants System, and read the [Instructions](#). Then logon to the system.



OPI E-Grants System OPI Home

[Logon Page](#) [Instruction](#)

**Welcome to the Office of Public Instruction (OPI)
E-Grants System**

Please enter your user ID and Password

User ID:

Password:

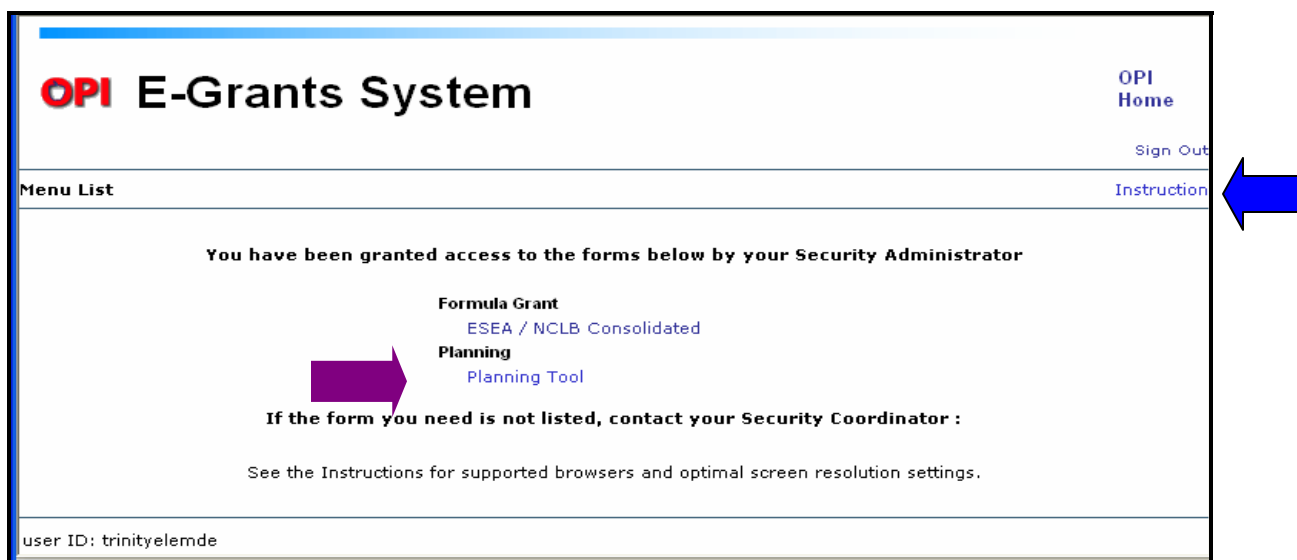
[LOGON](#)

[Public Access](#)

See the Instructions for supported browsers and optimal screen resolution settings.

Powered by **MTW** Solutions Grant Management System

A successful logon to the E-Grants system will take you to the [Menu List](#) screen. Make sure you read the [Instructions](#) for this page. You will find many helpful hints concerning general operations and procedures in the E-Grants system.



OPI E-Grants System OPI Home

[Menu List](#) [Sign Out](#) [Instruction](#)

You have been granted access to the forms below by your Security Administrator

Formula Grant
ESEA / NCLB Consolidated
Planning
Planning Tool

If the form you need is not listed, contact your Security Coordinator :

See the Instructions for supported browsers and optimal screen resolution settings.

user ID: trinityelemde

Before you do any work on the individual title pages, you must work through the Planning Tool pages.

- **In the Planning Tool, there are seven different Topic tabs (or pages).**

Applicant Name:

Legal Entity:

Application: Planning Tool

Printer-Friendly
Click to Return to Plan Select
Click to Return to Menu List / Sign Out

Overview	Topic 1	Topic 2	Topic 3	Topic 4	Topic 5	Topic 6	Topic 7
----------	---------	---------	---------	---------	---------	---------	---------

Planning Tool & Report Overview

The Planning Tool serves as the first step in developing an application for the E-grant system. This process establishes the relationship between the school district comprehensive education planning process, the fiscal resources provided by federal and state programs and measurable objectives that gauge the results of program activity.

There are two critical components of the Planning Tool:

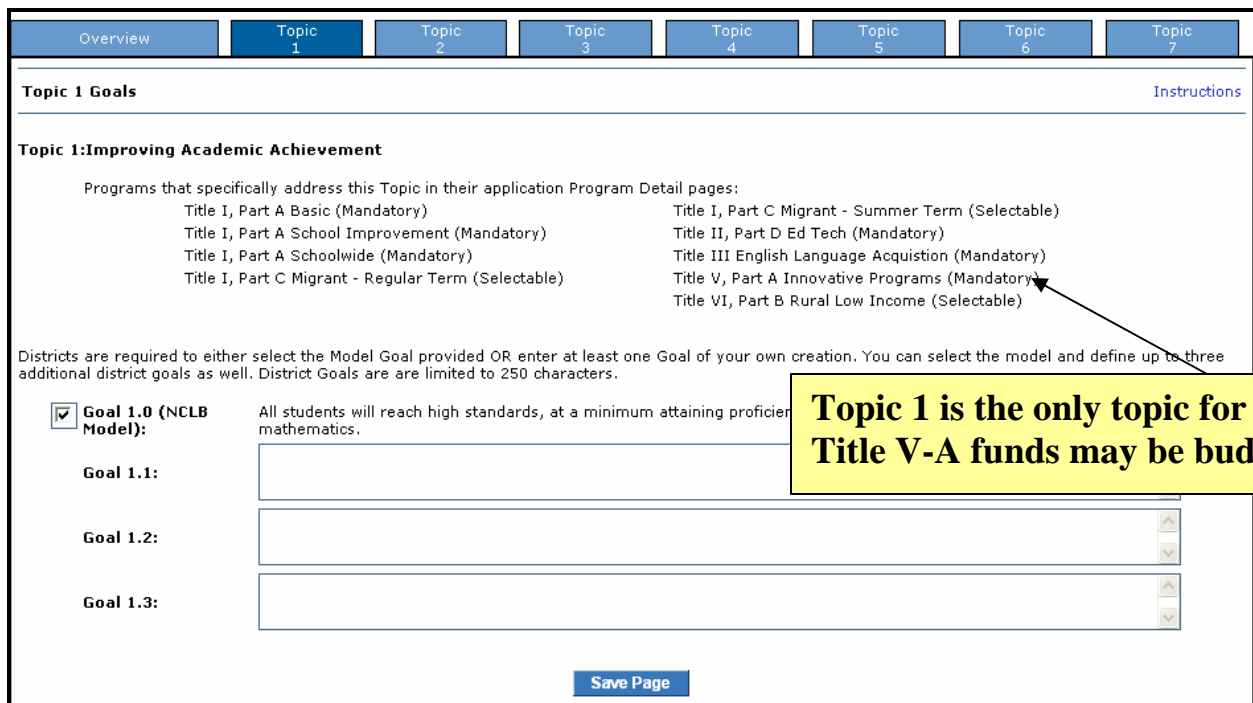
- 1. Topics** are established by OPI. Topics include broad areas of emphasis required by one or more state and/or federal programs. OPI supplies the topics that are required under each federal program's regulations.
 - Topic 1:** Improving Academic Achievement
 - Topic 2:** Assuring Qualified Personnel
 - Topic 3:** Improving Graduation Rates
 - Topic 4:** Improving School Climate
 - Topic 5:** Providing Education Appropriate to Students' Needs
 - Topic 6:** Increasing Parent and Community Involvement
 - Topic 7:** Providing Quality Career and Technical Education Programs
- 2. Goals** are written by the applicant. An applicant must provide at least one and no more than three goals under each topic that is required for a program and for which the applicant is eligible to apply. A model goal is listed for each topic and may be selected by an applicant, if desired.

The topics and district goals established in the Planning Tool carry forward into the appropriate program detail and budget detail pages. Applicants will use that information to develop objectives, activities and budget as related to the specific program.

Throughout the application development process and after submittal the applicant will be able to view and retain a report that provides an overview of selected topics, goals and objectives.

**There are seven different
Topic tabs (or pages)**

- You must specify at least one goal for each topic. You may either check the **NCLB Model Goal**, or you may enter up to three **district-specific goals** in the text boxes provided.
- Make sure you **SAVE** every page before you leave it!
- **Goals** specified for the title programs will be brought into the individual title **Budget Detail** (page 9) and **Activity** (pages xx-xx).



Topic 1 Goals [Instructions](#)

Topic 1: Improving Academic Achievement

Programs that specifically address this Topic in their application Program Detail pages:

Title I, Part A Basic (Mandatory)	Title I, Part C Migrant - Summer Term (Selectable)
Title I, Part A School Improvement (Mandatory)	Title II, Part D Ed Tech (Mandatory)
Title I, Part A Schoolwide (Mandatory)	Title III English Language Acquisition (Mandatory)
Title I, Part C Migrant - Regular Term (Selectable)	Title V, Part A Innovative Programs (Mandatory)
	Title VI, Part B Rural Low Income (Selectable)

Districts are required to either select the Model Goal provided OR enter at least one Goal of your own creation. You can select the model and define up to three additional district goals as well. District Goals are limited to 250 characters.

☒ **Goal 1.0 (NCLB Model):** All students will reach high standards, at a minimum attaining proficiency in mathematics.

Goal 1.1:

Goal 1.2:

Goal 1.3:

Save Page

Topic 1 is the only topic for which Title V-A funds may be budgeted.

- Once the **Planning Tool** is completed:
 - Click on the [Return to Menu List](#)

The screenshot shows the OPI E-Grants System interface. At the top, the title "OPI E-Grants System" is displayed. Below it, the "Applicant Name:" and "Legal Entity:" fields are visible. The "Application:" field is set to "Planning Tool". A blue arrow points to the "Topic 5" tab in the navigation bar. To the right of the navigation bar, there are links for "Printer-Friendly", "Click to Return to Plan Select", and "Click to Return to Menu List / Sign Out". The main content area shows "Topic 1 Goals" and "Topic 1: Improving Academic Achievement". Below this, there is a list of programs that specifically address this topic in their application Program Detail pages:

Title I, Part A Basic (Mandatory)	Title I, Part C Migrant - Summer Term (Selectable)
Title I, Part A School Improvement (Mandatory)	Title II, Part D Ed Tech (Mandatory)
Title I, Part A Schoolwide (Mandatory)	Title III English Language Acquisition (Mandatory)
Title I, Part C Migrant - Regular Term (Selectable)	Title V, Part A Innovative Programs (Mandatory)

- Click on the **ESEA/NCLB Consolidated**

The screenshot shows the OPI E-Grants System "Menu List" page. At the top, the title "OPI E-Grants System" is displayed. Below it, the "Menu List" section is visible. A message states: "You have been granted access to the forms below by your Security Administrator". Below this message, there is a list of forms:

- Formula Grant
 - [ESEA / NCLB Consolidated](#)
- Planning
 - [Planning Tool](#)

A blue arrow points to the "ESEA / NCLB Consolidated" link. Below the list of forms, there is a message: "If the form you need is not listed, contact your Security Coordinator :". At the bottom, there is a link: "See the Instructions for supported browsers and optimal screen resolution settings."

- This will take you to the **Application Select** screen:
 - If the district has not yet created an application, click on the **Create Application** button.
 - The **Instructions** link brings up a PDF file with helpful information and tips.

- At first, the buttons will all be grayed-out.
- Click in the **radio button** next to the application
- Then click on the **Open Application** button.

Select	Application / Amendment	Original Submit Date	OPI Approval Date	Status	Status Date	Consulting
2007-2008	08-ESEA-00 Original Application			Not Submitted		

- Either of these actions will open the application to the **ESEA/NCLB Consolidated Programs** screen.

OPI E-Grants System

Applicant Name: Legal Entity: Application Sections: ESEA / NCLB Consolidated

Application: 2007-2008 Original Application

Printer-Friendly
Click to Return to Application Select
Click to Return to Menu List / Sign Out

Overview Contact Information Funding Private/NonPublic School Participation Grant Summary Assurances, Common and Program Submit Application History Page Lock Control

ESEA / No Child Left Behind (NCLB) Consolidated Programs

Programs: Title I, Part A - Improving the Academic Achievement of the Disadvantaged
Title II, Part A - Improving Teacher Quality
Title II, Part D - Enhancing Education Through Technology
Title III - English Language Acquisition
Title IV, Part A - Safe and Drug-Free Schools and Communities
Title V, Part A - Innovative Programs
Title VI Part A, Subpart 2 - General Transferability
Title VI Part B, Subpart 1 - Small Rural Schools
Title VI Part B, Subpart 2 - Rural Low Income

Purpose: The NCLB Act, signed into law on January 8, 2002, requires that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments.
The No Child Left Behind Act of 2001 (NCLB) redesigned the Elementary and Secondary Act (ESEA) programs to emphasize four pillars of reform.

1. Accountability for results
2. Doing what works based on scientific research
3. Local control and flexibility
4. Expanded parental choices

Legislation: Public Law 107-110, the No Child Left Behind Act of 2001

- On this page:
 - Fill out the **Contact Information** tab. Make sure to include contacts for specific programs.
 - Fill out the **Funding/Allocations** tabs, specifying any fund transfers or refusal of funds.
 - If you are the Authorized Representative, fill out the **Assurances** tabs.
- (See the **Instructions** links on these pages! Make sure you **SAVE** often!)

Select **Title V, Part A – Innovative Programs** from the drop-down box.

OPI E-Grants System

Applicant Name: Legal Entity: Application Sections: Title V A - Innovative Programs

Application: 2007-2008 Original Application

Printer-Friendly: Click to Return to Application Select Click to Return to Menu List / Sign Out

Overview/General Information Program Detail Budget Pages Page Lock Control

Title V, Part A Overview and General Information

Program: Title V, Part A - Innovative Programs

Purpose: To support local education reform efforts that are consistent with and sustain statewide reform efforts; implement promising educational reform programs; provide for innovation and educational improvement; and assist in meeting the special needs of at-risk and high-cost students.

Legislation: Public Law 107-110: Title V, Part A

Guidance: Guidance for Title V, Part A

General Information: Title V, Part A General Information

user ID:

Notice that the [legislation](#) and [guidance](#) links will take you to the US Department of Education Web site.

Click on and read the [Title V, Part A General Information](#)

BUDGET DETAIL PAGE

- See the [Instructions](#) for descriptions of Purpose Categories and Object Codes
- For Topic 1, budget funds between the two Purpose Categories: Instruction and Professional Development.
- Within each Purpose Category, budget the funds in proper Object Codes.
 - Note: Object code 300 is where you put your curriculum cooperative costs.

OPI E-Grants System OPI Home

Applicant Name: Trinity Elem Legal Entity: 0491 Application Sections: Title V A - Innovative Programs

Application: 2007-2008 Original Application [Printer-Friendly](#)
[Click to Return to Application Selected](#) [Click to Return to Menu List / Sign Out](#)

Overview/ General Information	Program Detail	Budget Pages	Page_Lock Control
Budget Detail	Budget Summary		

Budget Detail BUDGET BREAKDOWN (Use whole dollars only. Omit Decimal Places, e.g., 2536) [Instructions](#)

Total Allocation Available for Budgeting: \$10,484

Topic 1: Improving Academic Achievement

Purpose Category	100 Personal Service- Salaries	200 Employee Benefits	300 Purchased Professional and Technical	400 Purchased Property Services	500 Other Purchased Services	600 Supplies	700 Property & Equipment	800 Other Objects	Total TitleVA Funds	Delete Row
10-Instruction	2000	0	0	0	0	2000	0	0	\$4,000	<input type="checkbox"/>
22-Professional Development	6484	0	0	0	0	0	0	0	\$6,484	<input type="checkbox"/>
	0	0	0	0	0	0	0	0	\$0	<input type="checkbox"/>
Sub Total	\$8,484	\$0	\$0	\$0	\$0	\$2,000	\$0	\$0	\$10,484	

[Create Additional Entries](#) [Save Page](#)

TOTALS	\$8,484	\$0	\$0	\$0	\$0	\$2,000	\$0	\$0	\$10,484
---------------	---------	-----	-----	-----	-----	---------	-----	-----	----------

Determining Maximum Indirect Cost allowed

(A) Total Allocation Available for Budgeting	\$10,484	(F) Total budgeted above	\$10,484
(B) Budgeted Property and Equipment Cost (Object 700)	\$0	(G) Budgeted Indirect Cost	0
(C) Allowable Direct Costs (A-B)	\$10,484	(H) Total Budget (F+G)	\$10,484
(D) Indirect Cost Rate %	0.0000		
(E) Maximum Indirect Cost (C*(D/1+D))	\$0	Allocation Remaining (A-H)	\$0

[Calculate Totals](#) [Save Page](#)

★ **Note:** The **Calculate Totals** button does not save the data.

Note: Indirect costs are deducted here.

The **SAVE** button calculates and saves. **SAVE** often!

- Click on the **Program Detail Tab**.
- This displays the **Private/Nonpublic Equitable Share Tab**.
- Note the **Instructions** file available for this page.

OPI E-Grants System

[OPI Home](#)

Applicant Name: Lincoln K-12 Schools

Legal Entity: 1221

Application: 2007-2008 Original Application

Application Sections

Title V A - Innovative Programs

[Printer-Friendly](#)

[Click to Return to Application Selected](#)
[Click to Return to Menu List / Sign Out](#)

Overview/ General Information	Program Detail	Budget Pages	Page Lock Control
Private/Nonpublic Equitable Share		Activities	

Private/Nonpublic Schools Share

[Instructions](#)

1. <input type="text" value="805"/>	Allocation for this grant
2. <input type="text" value="0"/>	Enter any Indirect Costs charged to this grant (in whole dollars). Indirect Cost from Budget Detail page: <input type="text" value="0"/> (You must enter an amount equal to the amount entered on the budget detail page. If that amount changes you MUST re-save this page to correct the calculations below.)
3. <input type="text" value="805"/>	Remaining funds (Line 1 minus Line 2)
4. <input type="text" value="5"/>	Enter Enrollment for Participating Private/Nonpublic Schools from Private/Nonpublic Participation List
5. <input type="text" value="200"/>	Enter Public District Enrollment
6. <input type="text" value="205"/>	Sum of Public District and Private/Nonpublic Enrollments (Line 4 plus Line 5)
7. <input type="text" value="0.024390"/>	Proportion of Participating Private/Nonpublic School Enrollment Compared to Total Enrollment (Line 4 / Line 6)
8. <input type="text" value="20"/>	Equitable Share (Line 7 X Line 3 rounded to a whole dollar)



Save Page

★ **Note:** You must complete this page even if you are refusing funds or transferring funds to another title program. Enter zero for enrollment of private/nonpublic students.

Line 2: In the first box, you must enter the amount of Indirect Costs that have been charged to the grant on the **Budget Detail** page. The amount you enter in the first box must match the amount in the second box that is automatically filled in by the program.

Lines 4 & 5: Enter enrollment numbers.

- Click the **Save** button.

★ **Note:** If anything happens to change the Equitable Share in line 8 (if the Total Available Allocation changes, or if the enrollment numbers in lines 4 and 5 change), the page must be re-Saved.

Choosing Activities:

- Consult the [Instructions](#) on the page for a printable list of the 27 choices and for directions for filling out the pages.
- Choose any of the 27 activities that your needs assessment shows would improve student achievement.
- If this title program has funds available, at least one of the 27 Activities from the law must be chosen.

★ **Note:** The **Activities** (pages 12-14) implemented and the **Detailed Budget** (page 9) must align with the **Topic**, **Goal(s)**, **Objective**, and **Performance Indicator** listed on this page.

On the program **ACTIVITIES** tab, the Topic(s) and the Goal(s) are brought in from the **PLANNING TOOL**.

This is the total amount available for budgeting. Indirect costs have already been deducted on the **BUDGET DETAIL** page.

	Activity 1	Activities 2-9	Activities 10-18	Activities 19-27	Totals
Public School Total	6,484	4,000			10,484
Private/Nonpublic School Total	0	0			0
Page Totals	6,484	4,000			10,484

★ **Note:** Only enter information on the tab or tabs that contain your desired choice(s). The most commonly chosen activities are found on the first two Activities tabs.

- Activity 1
 - Activity 1a --- reduction of class size
 - Activity 1b --- professional development for core content teachers
- Activity 2 --- technology activities
- Activity 3 --- library materials, computer hardware and software, and other educational materials

Activity 1a: Hiring highly qualified teachers to reduce class size

Local Uses of Funds - Activity 1		Instructions	
Planned uses	Public Schools		Private/Nonpublic Schools
	Amount (\$)	Students Served	Amount (\$)
1a. Programs to hire highly qualified teachers to reduce class size, especially in the early grades.	10000	100	
<i>The entry of an amount in 1a requires the completion of class size reduction details that have appeared below. Please scroll down to complete these details.</i>			
Class size reduction details Provide details for grade levels that will have class sizes reduced. Number of teachers hired to reduce class size: 4.50 Amount budgeted for hiring highly qualified teachers to reduce class size (populated from 1a above when saved): 2,000			
Grade to be reduced	Subject to be reduced (9-12 and Other required if student count entered)	Students / Teacher before reduction	Students / Teacher after reduction
K	<input style="width: 100%;" type="text"/>	<input style="width: 50px;" type="text" value="28"/>	<input style="width: 50px;" type="text" value="15"/>
1	<input style="width: 100%;" type="text"/>	<input style="width: 50px;" type="text" value="25"/>	<input style="width: 50px;" type="text" value="13"/>
2	<input style="width: 100%;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
3	<input style="width: 100%;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
4	<input style="width: 100%;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
5	<input style="width: 100%;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
6	<input style="width: 100%;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
7	<input style="width: 100%;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
8	<input style="width: 100%;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
9	<input style="width: 100%;" type="text" value="mathematics"/>	<input style="width: 50px;" type="text" value="39"/>	<input style="width: 50px;" type="text" value="20"/>
10	<input style="width: 100%;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
11	<input style="width: 100%;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
12	<input style="width: 100%;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
Other (Identify in subject)	<input style="width: 100%;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
		<input style="background-color: #4a7ebb; color: white; padding: 5px 15px; border: none;" type="button" value="Save Page"/>	

- Fill in the number of highly qualified core content teachers to be hired to reduce class size.
- Fill in the number of students per teacher before and after reduction.
- If grades 9-12 or Other are selected, a subject or description is required. (For grades K-8 a subject *may* be entered.)
- Give a short description of Other, such as “grade 3-4 combo” if you are breaking a grade combination into two separate grades.

Required fields: The application cannot be saved or submitted if any of these are left blank:

1. Number of highly qualified teachers to be hired
2. Number of students before and after reduction
3. Subject for grades 9-12 and Other

SAVE WHEN DONE!

Activity 1b: Professional Development in the core areas for teachers, principals, and paraprofessionals

- Please click on the [Criteria for High Quality Professional Development](#) and study the criteria.

Overview/ General Information	Program Detail	Budget Pages	Page_Lock Control
Private/Nonpublic Equitable Share		Activities	
Activities Summary	Activity 1	Activities 2-9	Activities 10-18
		Activities 19-27	

Local Uses of Funds - Activity 1 [Instructions](#)

Planned uses	Public Schools		Private/Nonpublic Schools	
	Amount (\$)	Students Served	Amount (\$)	Students Served
1a. Programs to hire highly qualified teachers to reduce class size, especially in the early grades.	<input type="text"/>	<input type="text"/>		
1b. Professional development activities carried out in accordance with Title II, Part A, that give teachers, principals, and administrators the knowledge and skills to provide students with the opportunity to meet challenging State or local academic content standards and student academic achievement standards. (Please review: Criteria for High Quality Professional Development activity using Title V, Part A funds)	<input type="text" value="6,484"/>	<input type="text" value="100"/>	<input type="text"/>	<input type="text"/>

The entry of an amount in 1b requires the completion of professional development details that have appeared below. Please scroll down to complete these details.

Private / Nonpublic equitable share: Total Public Amount: Total Private / Nonpublic Amount:

Total Public + Private/Nonpublic:

[Calculate Totals](#) [Save Page](#)

Professional Development Details

Professional development in the core areas for teachers and paraprofessionals

<input checked="" type="checkbox"/> English, Reading, Literary Arts	<input type="checkbox"/> Mathematics	<input checked="" type="checkbox"/> Science
<input type="checkbox"/> Civics and Government	<input type="checkbox"/> History	<input type="checkbox"/> Geography
<input type="checkbox"/> Foreign Languages	<input type="checkbox"/> Arts	<input type="checkbox"/> Economics

Types of professional development topics funded with Title V, A

<input checked="" type="checkbox"/> Improve Teaching Practices	<input type="checkbox"/> Alternative learning styles	<input checked="" type="checkbox"/> Improving student behavior
<input type="checkbox"/> Early intervention strategies	<input type="checkbox"/> Parent Involvement strategies	<input type="checkbox"/> Use of data to drive instruction
<input checked="" type="checkbox"/> Technology integration	<input type="checkbox"/> Team-teaching strategies	<input type="checkbox"/> Strategies to increase student achievement

Please briefly describe professional development activities. (900 Character Maximum)

Teachers will participate in the MSSA professional development workshops, throughout the school year, collaborating and working with their peers to integrate research-based technology and instructional strategies in English language arts and science.

[Save Page](#)

- Check at least one core area in (a).
- Check at least one type of professional development to be offered in (b).
- Briefly describe your planned activities in the text box and include how the activities will meet the criteria for high quality professional development **as shown in the screen shot above.**

SAVE WHEN DONE!

Activities 2-27:

Required fields: The application cannot be saved or submitted if any of these required fields are left blank.

1. **Amount**
2. Number of **Students Served**
3. **Description of Activities** for each activity chosen

The description information must not exceed the maximum number of characters listed.

NOTE: The text boxes will accept a large amount of information, but will not save it. To be sure you do not exceed this limit, you may write your response to the text box in Word then use Word Count on the Tools menu to count the characters (including spaces).

Overview/ General Information		Program Detail		Budget Pages		Page_Lock Control	
Private/Nonpublic Equitable Share				Activities			
Activities Summary		Activity 1		Activities 2-9		Activities 10-18	
						Activities 19-27	
Local Uses of Funds - Activities 2-9							
Instructions							
Planned uses		Public Schools		Private/Nonpublic Schools			
		Amount (\$)	Students Served	Amount (\$)	Students Served		
2. Technology activities related to the implementation of school-based reform efforts, including professional development to assist teachers and other school personnel (including school library media personnel) regarding how to use technology effectively in the classrooms and the school library media centers involved.		2,000	100				
Planned Activities. Please explain how your Title V, Part A funds will be spent for this activity.(500 Character Maximum)							
Teachers will participate in the MSSA professional development workshops, throughout the school year, collaborating and							

SAVE WHEN DONE!

SUMMARY OF TIPS FOR COMPLETING E-GRANTS APPLICATIONS

Before starting an application :

- Go to the E-Grants web page at: opi.mt.gov/ITProjects/E-Grants.html
- Select
 - Training and Instructions
 - Quick Tips for E-Grant Navigation
- Follow the steps in Quick Tips meticulously

Complete these pages before completing program pages:

- Planning Tool – This is a separate menu choice from ESEA/NCLB Consolidated
- ESEA/NCLB Consolidated
 - Contacts tab – enter contacts for each title program
 - Funding Tab - Allocations Page and Topic Funding Page

Tips for Completing E-Grants:

- Read the instructions on each page
- Be sure that all required fields are entered before saving or leaving a page
- Save often
- Watch the “thermometer” to make sure the page is saving
- When the Save is complete, check for any red error messages at the top of the page to make sure the data saved, and if not why not

Before Submission of Application:

- Assurances, Common and Program – Authorized Representative must complete
- ESEA/NCLB Consolidated/Private/Nonpublic tab must be completed

If the available allocation amount changes after you have filled out activities pages, in order to successfully redo the Title V-A application pages:

- Delete the data from the Title V-A Activities and Budget Detail tabs (print if needed for reference).
- On the NCLB Consolidated/Funding/Allocations tab, reenter the Transfer of Funds amounts.
- Return to Title V-A and reenter information for the Budget Detail and Activities tabs.

CONTACT INFORMATION FOR ESEA TITLES II-A AND V-A

Patricia Johnson, Program Specialist – program questions

Telephone: (406) 444-2736

Fax: (406) 444-3924

E-mail: patjohnson@mt.gov

Clare Bridge, Program Assistant

Telephone (406) 444-0906

Fax: (406) 444-3924

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Jurenne Fuchs, Accounting Specialist – fiscal questions

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Sources of additional information

OPI E-Grants Web page: <http://www.opi.mt.gov/ITProjects/E-Grants.html>

OPI Title II, Part A Web page: <http://www.opi.mt.gov/titleiiparta/>

OPI Title V, Part A Web page: <http://www.opi.mt.gov/titlevparta/>